



RANCHO LOS AMIGOS
NATIONAL REHABILITATION CENTER

INTERMEDIATE TYPIST CLERK
(Patient Care Area Unit Clerk)

Rancho Los Amigos National Rehabilitation Center is an internationally renowned provider of choice in the field of medical rehabilitation and research. *U.S. News and World Report* consistently ranks us among the top rehabilitation hospitals in the United States. The Department of Nursing is currently seeking highly qualified individuals to fill Intermediate Typist Clerk (Unit Clerk) vacancies within the Nursing Department on the following patient units:

-Various Shifts

- **2 ITC- Telemetry (Unit 102,902)**
- **2 ITC- Medical Surgical (Unit 904/905)**
- **3 ITCs- Acute Rehabilitation (Unit 2N/2S)**

Essential Job Functions:

- Greets and offers assistance to patients, staff and visitors arriving in person, or via phone/intercom
- Screens, prioritizes, routes, and/or takes messages on incoming telephone calls; distributes mail
- Reviews, transcribes and faxes physicians' orders according to hospital policies
- Prepares patient records for admission, team conference, patient rounds, through discharge
- Maintains confidentiality of patient records, according to regulatory standards, (e.g., HIPAA)
- Performs computer order entry using Affinity
- Performs timekeeping duties for the unit
- Maintains desk and storage areas in an organized manner
- Provides backup clerical coverage in the absence of other Unit Clerks

Desirable Qualifications:

- Excellent customer service, organizational and leadership skills
- Strong written and oral communication skills, including telephone skills
- Knowledge of medical terminology
- Produces an accurate, thorough and speedy work product
- Excellent filing, typing, photocopying and computer skills with a working knowledge of Microsoft Word, Excel, and GroupWise
- Self-directed and able to work independently and with others to accomplish duties
- Team player who can readily work with all levels of management, staff, and visitors
- Ability to maintain confidentiality and security of sensitive information
- Able to maintain, organize, analyze, and prioritize multiple assignments simultaneously

Interested Permanent Los Angeles County employees who are currently holding the payroll title of Intermediate Typist Clerk, Item #2214A, or who are currently on the list for Intermediate Typist Clerk may submit a resume with cover letter, copies of your last two performance evaluations and CWTAPPS time records from 2008 through the present to:

Sharon Arnwine, RN, MS, HCM CNO

Rancho Los Amigos National Rehabilitation Center

7601 E. Imperial Hwy., Nurse Recruitment Office, Building 503 Room#77, Downey, CA 90242

Phone: (562) 401-7912 Fax: (562) 803-6231 E-mail: mprosas@dhs.lacounty.gov

Resumes will be accepted until the needs of the department are met. Only the most qualified candidates will be scheduled for an interview.

THIS IS NOT A CIVIL SERVICE EXAMINATION

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